



**Date:** January 7, 2020

**Title:** Member Support Coordinator

**Reports to:** Ancestral Lands Director

**Salary:** \$15.00 - \$18.00/hour DOE, with the possibility of limited overtime

**Location:** Albuquerque, NM, or another of our program locations

**Seasonal Dates of Employment:** February 24, 2020 – December 31, 2020, with possibility to extend if funding is available.

**Status:** Full Time, Seasonal, Non-Exempt

**Benefit Eligible:** Seasonal per personnel policies

### **Position Summary**

The Member Support Coordinator's primary responsibility is to support Ancestral Lands participants with personal and professional development, career and postsecondary placement, and in learning additional skills that will assist them in their success in and after our program. This position will support programs based in the Pueblo of Acoma, Albuquerque, the Hopi Nation, the Navajo Nation, and Pueblo of Zuni. Travel will be required to support field-based operations and in supporting all five offices. Evening, overnight and weekend work required on occasion. A flexible schedule is a must. This position will start as a Full Time Term position, meaning that the position is guaranteed through December 31, 2020, with the potential to become a permanent position depending on funding.

### **Southwest Conservation Corps – Ancestral Lands**

The Southwest Conservation Corps' Ancestral Lands program has served Native American communities since its inception in 2008 by offering on-the-job training opportunities, cultural reconnection, and professional and leadership development. Our Vision Statement is "Leading our Nations back to ecological and cultural well-being." The Ancestral Lands program serves Native American youth and young adults through programs based in The Pueblos of Acoma and Zuni, the Hopi and Navajo Nations, Albuquerque, as well as an Individual Placement program that places individuals with Public Land Agencies nationwide.

### **Essential Responsibilities and Functions**

#### **Career and Postsecondary Placement**

- Connect participants with potential employers and postsecondary institutions
- Plan and facilitate professional development workshops and trainings including resume building, interview skills, navigating USAJobs, Mental Health First Aid and financial literacy
- Plan and implement semi-annual College and Career Fair
- Coordinate a pilot mentorship and career shadow program for participants
- Provide proof of employment, letters of recommendation and references for crew members as needed
- Track alumni postsecondary and employment status and create a database of alumni information

#### **Recruitment, Selection, and Marketing**

- Oversee AL social media presence and assist in other marketing efforts as needed
- Assist with member recruitment and outreach with community partners
- Work with Communications team to create flyers and other advertisement materials

#### **Program Support**

- Enforce all SCC policies and protocols

- Respond to crew emergency situations, including last-minute travel and overnight stay
- Participate in a weekly on-call system for crews in the field
- Participate in staff trainings both as a trainer and/or trainee
- Provide occasional field-based support to SCC-AL crews
- Work with Program Directors to develop and implement Corpsmember Orientations and Crew Leader Trainings.

#### **General Administration**

- Manage credit card, petty cash, and other expenses related to program operations
- Work within a budget and report expenditures to Director

#### **Miscellaneous**

- Other duties as assigned by supervisor.

#### **Physical Requirements:**

Frequent overnight and weekend travel, camping and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions Member Support Coordinator is required to sit, stand, walk, speak, and hear. He/she/they may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. The Member Support Coordinator must be able to operate office equipment, telephone, and computer and reach with hands and arms. He/she/they may be required to lift and carry up to 50 pounds unassisted. The ability to drive a staff vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

#### **Required Qualifications:**

- Strong organizational and problem-solving skills
- Experience facilitating workshops, college, or career fairs or postsecondary education and career placement
- Experience working independently, as part of a fast-paced team, with ability to motivate others.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment
- Previous experience developing, cultivating, and sustaining internal and external partnerships
- Experience in creating, developing and delivering professional presentations to a wide variety of audiences and demographics
- Desire to spend time in the company of youth and young adults with the ability to instigate a fun environment; in the office and field
- Experience working with Native American youth and young people or in Native American communities
- Minimum educational experience: High School Diploma or GED with related work experience.
- Excellent written and oral communication skills or ability to develop.
- Proficient with MS Word, Excel, Powerpoint, and Outlook
- Must have a valid driver's license and insurable driving record per Conservation Legacy's standards
- Ability to meet Conservation Legacy criminal background check policies
- Ability to obtain and sustain Wilderness First Aid or Wilderness First Responder

#### **Preferred Qualifications:**

- One or more years of experience working with Conservation Legacy, conservation corps, or other youth development programs
- 2-year college degree or higher
- Preference will be given to qualified Native American candidates

This position is available to all eligible applicants without regard to race, color, national origin, disability, age, sex, political affiliation, sexual orientation, or religion.

**How to apply:**

For consideration, please send cover letter and resume to [chas@conservationlegacy.org](mailto:chas@conservationlegacy.org). Preference will be given to applications received prior to January 31, 2020. Position open until filled.